

# CITY OF HARTFORD

## TEMPORARY FOOD EVENT VENDOR APPLICATION

This form with remittance of \$50.00 (CASH ONLY) must be filed 10 days prior to the opening event. Bring cash and application to the Department of Licenses and Inspections, 550 Main Street, Room 304, Hartford, CT. 06103. This form is not a license. Temporary food permits will not exceed a period of 1 to 5 days.



CITY OF  
HARTFORD

Health Department

Environmental Health Division  
131 Coventry Street, Hartford, CT 06112  
Telephone: 860-543-8815 Fax: 860- 722-6719

THIS PERMIT APPLICATION IS VALID FOR ONE EVENT ONLY

TODAY'S DATE: \_\_\_\_\_

Name of Event and Location: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Event Hours of Operation: \_\_\_\_\_

Name of Temporary Establishment: \_\_\_\_\_

Inspection Time \_\_\_\_\_ (minimum of 1 hour prior to Event Opening Time)

Name(s) of Owner/Operator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Onsite Supervisor(s): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

*Each Section must be answered completely. Use additional sheets if needed.*

**Menu:** List All Food and Beverages that will be served: \_\_\_\_\_  
 \_\_\_\_\_

**Heat Source:** What heat source will you use to cook and keep hot foods hot?  
 \_\_\_\_\_

**Cold Storage:** How will cold food be kept cold? \_\_\_\_\_  
 \_\_\_\_\_

**Transportation:** How will frozen, cold, and hot foods be transported to the site?  
 \_\_\_\_\_

**Food Temperatures:** How will food temperatures (cold and hot) be monitored during the event?  
 \_\_\_\_\_  
 \_\_\_\_\_

*NOTE: CT Law requires cold food be maintained at 45 °or lower, hot foods at 140 °or higher. Thermometers must be present onsite.*

**Sanitation:** Describe in detail the system you will use to wash, rinse, and sanitize your equipment/utensils/counters.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Hand washing:** Describe the system you will use for hand washing. Gloves in use ?  
 \_\_\_\_\_

**Disposal of waste :** Waste Water must not be dumped on the ground, into water ways or storm drains. Shall be collected and dumped into a sink designated for that purpose or toilet connected to a sanitary sewer.  
 Your Method? \_\_\_\_\_

**Grease Barrels:** Grease must NOT be dumped on the ground, into water ways or storm drains, but shall be dumped into a grease barrel for proper disposal.  
 Your Method? \_\_\_\_\_

**A C02 Extinguisher:** A tank of at least 10lbs. ABC MUST be available in all booths even if you are not cooking. Please make sure "tank" inspection sticker is current.

\_\_\_\_\_  
 I hereby agree to comply with all regulations established, or to be established by the Hartford Health Department of the City of Hartford. I understand that this license is subject to the result of periodic inspections, and may be revoked if sanitary standards under Section 14 of the Municipal Code of the City of Hartford are not maintained.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHECK LIST FOR TEMPORARY FOOD BOOTH OPERATORS

- \_\_\_\_\_ Metal probe thermometer (0-220 F range) to check food temps.
- \_\_\_\_\_ Prep coolers and ice packs
- \_\_\_\_\_ Cutting boards (separate boards for raw or cooked foods)
- \_\_\_\_\_ Plastic wrap (cover all exposed food)
- \_\_\_\_\_ Hand wash station with liquid soap and paper towels/water to rinse hands
- \_\_\_\_\_ Extra utensils; tongs, spatulas, spoons
- \_\_\_\_\_ Potable water supply (hot and cold, or tempered (warm)
- \_\_\_\_\_ Utensil containers to wash, rinse, and sanitize containers (3 separate containers, each labeled and able to hold water
- \_\_\_\_\_ Sanitizing agent (bleach, quat, iodine, etc./ testing strips to test sanitary agent
- \_\_\_\_\_ Wastewater disposal
- \_\_\_\_\_ Grease disposal
- \_\_\_\_\_ Garbage containers with plastic bags
- \_\_\_\_\_ Clean wiping cloths and storage containers for sanitizing soak
- \_\_\_\_\_ Aprons (for all food service workers)
- \_\_\_\_\_ Hair restraints (caps, hairnets, etc.)
- \_\_\_\_\_ Shelves, crates, pallets, food or paper goods stored off the ground
- \_\_\_\_\_ Lights (if necessary)
- \_\_\_\_\_ Toilets with handwash stations
- \_\_\_\_\_ Log book for food handlers sign in and sign out times
- \_\_\_\_\_ Thermometers in all coolers/refrigerators

*This is a general listing of supplies you may need.*